

College of Charleston

Job #

Job Title: Assistant to the Dean of Students: Case Manager
(Temporary)

Department: Dean of Students, Student Affairs

Salary:

Brief Description of Duties: Assists the Dean of Students and the Students of Concern Committee (SOC or Committee) in administration of the students of concern processes, for students, especially undergraduates. Serves as case manager, monitoring incoming cases, their progression, and completion of action plans and/or post-adjudication follow-up. Handles intake of select cases of alleged conduct violations. Prepare statistical reports of students of concern and disciplinary data and analyze results. In collaboration with the Dean and Committee, develops and implements an assessment program. Acts as a resource to students, faculty, and staff regarding the operation of the students of concern policies and processes. Coordinates external relations for the Students of Concern Committee.

Specific Duties:

Tracks the progress of all incoming reports to the SOC and Dean of Students, including management of a centralized databases. Develop and implement efficiencies where feasible.

Performs intake tasks for select disciplinary cases.

Designs, implements, and evaluates programs/interventions for increasing awareness of the referral system for students of concern and classroom disruption.

Plans and implements publicity/marketing to promote the SOC and its services.

Monitors completion of action plans/sanctions issued through students of concern process.

Assists with the collection, analysis, and reporting of students of concern and disciplinary data.

Assists in the review and development of College policies related to students of concern and student conduct.

Coordinates communication for internal and external constituencies through advertisements, brochures, web-pages, etc.

Coordinates, plans, and implements workshops/training for various audiences regarding the students of concern system (e.g., Residence Life staff).

Performs other duties as assigned incidental to the nature of the position or appropriate to the missions of the SOC, the Dean of Students, the Division of Student Affairs, and the College.

Minimum Eligibility Requirements:

Bachelor's degree in psychology, education, social work, public health, or related area required plus experience in case management, peer counseling, social work, working with

adolescents or working in a related area. A master's degree preferred. Awareness of college-level disciplinary administration, college-age development issues, counseling, advising, and crisis intervention strongly preferred.

Specific Skills and Competencies:

Excellent verbal and written communication skills, critical-thinking skills, use of sound judgment; Outstanding organizational skills; Ability to take initiative, balance multiple projects, and work autonomously and as a member of a team;

Understanding of federal and state rules about confidentiality of student records;

Skills relevant to establishing and maintaining successful partnerships with parents, faculty/staff, members of the community and other stakeholders; and fluency with office productivity applications, database management and web tools.

NOTE: The candidate filling this position will not be eligible for benefits.

Application Information:

Applications may be picked up and dropped off at the College of Charleston Human Resources, between the hours of 9:00 a.m. and 4:00 p.m. daily Monday through Friday or apply on line www.cofc.edu/hr/. Applications for this position will be accepted UNTIL, JUNE 5, 2009, at 1:00 p.m.